

N O T I C E

Pursuant to the Right of Financial Privacy Act, Title 12, United States Code, Section 3415, financial institutions may be reimbursed for necessary costs actually incurred effective October 1, 1979. The Federal Reserve Board has established the following guidelines:

1. Search and Processing Costs - May be billed at the rate of \$2.50 per quarter hour, or fraction thereof, for time spent by employees locating and retrieving documents, reproducing documents, or packaging and preparing documents for shipment. Computer time and necessary supplies may also be billed if itemized separately.
2. Reproduction Cost - May be billed at the rate of 15 cents per page.
3. Transportation Costs - May bill for direct costs incurred to transport employees to locate and retrieve material required. May also bill for direct costs incurred in transporting material to location required by legal process.

You should complete Section B of the attached form (Request for Financial Information, OBD-211) in order to receive reimbursement. However, reimbursement may be made only in connection with the following types of financial records: checking, savings, share, loan or credit card account records pertaining to accounts of individual or partnerships of five or fewer partners. Reimbursement cannot be made for records relating to accounts of:

1. Corporations
2. Large partnerships (6 or more partners)
3. Associations
4. Trusts
5. Government agencies
6. Other legal entities

You may refer to Title 12, United States Code, Sections 3401-3422, and to the Code of Federal Regulations, Title 12, Part 219, for more detailed guidelines. **IF IT IS ANTICIPATED THAT YOUR COSTS WILL EXCEED \$100.00, YOU SHOULD CALL THE ASSISTANT UNITED STATES ATTORNEY WHOSE NAME APPEARS ON THE ATTACHED SUBPOENA AND ADVISE OF THE APPROXIMATE COSTS BEFORE TAKING ANY FURTHER ACTION TO FURNISH THE RECORDS REQUESTED.**

Your cooperation in this matter will be greatly appreciated.